

If you are interested in applying for a posted position, you must submit your current resume; if you are already a IAP employee you must also submit a Job Bid Form located at <http://jci-llnl.gov> under forms (at top of page). They can be faxed to: 925-960-0371, e-mailed to: jcresume@llnl.gov or mailed to Resume, 7000 East Avenue, L-505, Livermore, CA 94550. IAP will contact you if your skills match that of the position.

Req. #	Current Clearance Reqd.	Job Title/ Duration	Dept./ Recruiter	Pay Rate	Description/Status
R04-011A	<input type="checkbox"/>	Secretary V	Chemistry and Chemical Engineering	\$29.33	<p>Nature and Scope The Chemistry and Chemical Engineering Division, Chemistry and Materials Science Directorate has a need for a Secretary V. Under minimal supervision, will provide advanced secretarial and administrative support to the Undergraduate Summer Institute (USI), Computational Chemistry Material Science Institute (CCMS), and the Chemistry and Chemical Engineering Division summer program. This position involves extensive interactions with Directorate staff, middle and senior management internal to the Laboratory, and external university personnel and students. The office is dynamic, with conflicting priorities, requiring a high degree of flexibility. Administratively reports to the CChED Division Administrator.</p> <p>Essential Duties</p> <ul style="list-style-type: none"> - Serve as the central point of contact for USI, CCMS and CChED summer programs; screen incoming telephone calls; independently answer questions and/or refer to the appropriate personnel. - Oversee the art on the summer institute posters for advertising, update USI and CCMS web pages and posters. - Coordinate entire application process for USI, CCMS, CChED summer program. Which includes screening, applications, checking for accuracy, independently respond as appropriate to ensure all required documentation is received. - Plan and organize meeting, trips, tours, guest speakers, which require extensive coordination, scheduling, agenda preparation, hospitality requests, badging, and take meeting notes and follow up to ensure action items are carried out. - Compose and edit correspondence and reports including sensitive personnel information. - Compile summer student hire packages and complete hire process through LHire. Complete necessary Foreign National VTS/CSP paperwork on students. - Maintain excel database on university contacts and track the costs spent for the Institutes. - Work with Division Administrator and other administrative specialists to cover all Division administrative functions through teaming and load leveling. - Act as Division Service Awards Coordinator. - Act as a resource for summer student policies and procedures, resolve problems, and develop office procedures. <p>Essential Skill, Knowledge and Abilities</p> <ul style="list-style-type: none"> - Demonstrated advanced administrative and secretarial experience including accurate keyboarding, grammar, proofreading, and editing skills. - Demonstrated excellent organizational skills, including experience in prioritizing multiple and complex assignments with frequent interruptions and short, dynamic deadlines. - Effective interpersonal skills with an ability to communicate clearly, both verbally and in writing; possession of tact, discretion, and mature judgment. - Experience in an office with multiple tasking, necessitating flexibility and solution of conflicting and changing priorities. - Proven organizational skills including coordination of activities with multiple components requiring independent follow through and attention to detail. - Demonstrated experience working in a team environment as well as independently. - Experience working on personal computers including word processing and data spreadsheets, Macintosh preferred.
Full Time		Max 1000 hours	Shelia Janice		Open Positions: 1 Status: On Hold; Accepting Resumes

Req. #	Current Clearance Req.	Job Title/ Duration	Dept./ Recruiter	Pay Rate	Description/Status
R05-065A	<input type="checkbox"/>	Secretary IV	Biosciences/B iomedical Directorate	\$26.48	<p>The Biomedical and Genome Biology Divisions in the of Position Biosciences Directorate have an opening for an Secretary IV to support staff in both divisions. Under limited supervision, this individual will perform a full range of moderately difficult secretarial and task-oriented functions with multiple components and conflicting priorities, following standard policies and procedures. This individual will solve problems of moderate scope and complexity, develop and implement new techniques and procedures and interpret established policies and procedures. Interactions include high level management and may include external contacts. Will report to the Sr. Administrator for the Biomedical, Genome Biology and Biotechnology Divisions.</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> -Represent management in daily, routine matters. -Schedule appointments and maintain calendars. -Screen telephone calls, independently answer routine inquiries, make referrals. -Independently compose correspondence for signature. -Gather information from various sources, compile data, and prepare complex reports and presentations. -Organize and coordinate meetings. -Arrange travel and complete expense reports. -Establish and maintain databases, spreadsheets and tracking systems. -Establish and maintain complex files. <p>Essential Skills:</p> <ul style="list-style-type: none"> -Intermediate to advanced secretarial and Knowledge, and administrative experience and skills, including accurate Abilities keyboarding, editing, grammar and proofreading skills. -Experience tracking, compiling and monitoring data and results. -Demonstrated effective organizational skills including the coordination of multiple activities and ability to independently determine and set priorities and goals with limited task definition. -Flexible and discreet in handling sensitive and moderately complex issues. -Experience functioning effectively as a team member as well as independently. -Experience working under limited supervision in an environment with changing deadlines, instructions, priorities, frequent interruptions and short deadlines. -Demonstrated effective communication and interpersonal skills. -Intermediate to advanced computer software skills.
Full Time		Maximum 1000 hours	Shelia Janice	Open Positions: 1	Status: Accepting Resumes

Req. #	Current Clearance Reqd.	Job Title/ Duration	Dept./ Recruiter	Pay Rate	Description/Status
R06-020	<input type="checkbox"/>	Secretary II	EPD/ORAD	\$20.41	<p>Nature and Scope of Job Under limited direction, support the Material Safety Data Sheet (MSDS) and Data Quality Coordinator and the ChemTrack and Technical Services Group in carrying out the consolidation and improvement of MSDS data management and customer service functions.</p> <p>Responsibilities include assuring the integrity of the ChemTrack database and associated files or documents through the research, collection, data entry, quality assurance, and reporting of MSDS and related chemical inventory data to co-workers and customers. The work environment is primarily office-based, consisting of extensive computer work, documentation, and fielding customer requests.</p> <p>Other tasks will be assigned as appropriate in support of general ChemTrack inventory operations.</p> <p>Essential Duties Perform MSDS and related data entry/validation (70% time) Research, locate and acquire appropriate MSDSs for data processing (15%) Copy, filing, and scanning MSDSs (10%) Customer service, Hotline and other telephone contacts (<5%) Other duties as assigned (<5%)</p> <p>Skills, Knowledge and Abilities Attention to detail and data quality Ability to utilize a variety of hard bound and electronic resources for locating MSDSs and chemical property information Basic to intermediate computer skills Experience accessing and researching Internet resources Ability to work well in a team environment Excellent interpersonal and communication skills Customer service orientation Basic knowledge of chemistry desired but not require</p>
Full Time	More than 2 years	Shelia Janice	Open Positions: 1 Status: On Hold; Accepting Resumes		

Req. #	Current Clearance Reqd.	Job Title/ Duration	Dept./ Recruiter	Pay Rate	Description/Status
R06-021	<input type="checkbox"/>	Secretary V	CBWP	\$29.33	<p>Under minimal supervision, performs a combination of advanced and complex administrative and secretarial assignments in support of the Department Head, Deputy Department Head, and the Department Administrator. Will work in a fast-paced environment with frequent interruptions and conflicting priorities requiring a high degree of flexibility, tact, and discretion in handling sensitive and time-urgent issues. Must be able to set and manage priorities. Frequent interactions with other Laboratory departments and directorates. Will interpret and explain organizational policies and procedures to internal and external contacts.</p> <p>Reports to the Department Administrator.</p> <p>Essential Duties</p> <ul style="list-style-type: none"> -Represent the Department managers and staff on daily administrative matters to high level managers and respond on their behalf; answer inquiries on own initiative and makes appropriate referrals. -Independently prioritize and coordinate the Department Head's complex calendar, determining scheduling priorities, committing and managing time, ensuring appropriate access. -Independently coordinate, select and compile data from multiple sources for major presentations, reports, correspondence, postings, and hire packages. -Demonstrated ability researching, interpreting and communicating policies and procedures. -Initiate and arrange travel with dynamic itineraries, conference, registration and prepare expense reports. -Plan and coordinate, conferences, visitor arrangements, and official travel. -Generate correspondence on own initiative and compose correspondence for management's signature including sensitive business and personnel information. -Coordinate and participate in Management Team meetings and quarterly All Hands meetings. Co-lead administrative staff meeting; prepare agenda and meeting notes. -Plan, organize and coordinate Department activities. -Independently track action items, ensure timely flow of paperwork and check for accuracy and completeness prior to submission to management for approval. -Create, maintain and update files and other record keeping systems. -Serve as an administrative team member; provide back up support to the Department Administrator. -Serve as Department Office timekeeper, training coordinator, and vehicle custodian. -Work schedule is 8:00a -4:45p, with occasional overtime. -May perform other duties as assigned. <p>Marginal Duties:</p> <ul style="list-style-type: none"> -Fax, photocopy, and deliver time-sensitive documents to various areas throughout the Laboratory. -Serve as the Technical Release Representative (TRR) for the Department and back-up to other departmental TRRs. -Perform other administrative tasks or special projects. <p>Essential Skills, Knowledge and Abilities:</p> <ul style="list-style-type: none"> -Demonstrated advanced secretarial experience including accurate typing, formatting, excellent grammar, proofreading and editing; experience compiling and preparing viewgraph presentations; attention to detail, follow-through, and dedication to accuracy and quality are required. -Experience effectively representing an organization in daily administrative matters and/or office management experience. -Demonstrated prioritization and organization skills and experience working in a multitask environment of rapidly changing priorities, deadlines, and frequent interruptions. -Advanced communication and interpersonal skills including the ability to use tact, diplomacy, and discretion when dealing with sensitive and complex personnel issues and the ability to work in a diverse environment. -Self-motivated, dependable and flexible with a strong work ethic able to work effectively in a team environment as well as independently. -Advanced experience using personal computers and associated software, such as Microsoft Word, Excel, PowerPoint, FileMaker Pro, Eudora, Meeting Maker and Informed filler, and the ability to learn new applications.
Full Time		6 months - 2 years	Shelia Janice	Open Positions: 1	Status: Accepting Resumes